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Chief, Management Staff 16 August 1957

Chief, Records Management Staff

Weekly Report - Week Ending 14 August 1957

1. Contributions

   a. Tangible

      (1) The Records Center received 118 cubic feet of inactive records and eliminated 89 cubic feet.

      (2) Fourteen new and revised forms were completed.

   b. Intangible

      (1) Completed the evaluation of 4 Employee Suggestions; recommended disapproval of 2 and the referral of 2 to other offices.

2. Assignments - Active

   a. Installation of Subject-Numeric Filing System, ELINT Staff/OSI.

   b. Installation of Subject-Numeric Filing System, Office of Personnel, Insurance and Casualty Division.

   c. Twenty-two new and revised forms in process.

   d. Review of Records Control Schedule, Office of National Estimates.

   e. Review of Records Control Schedule, Office of the General Counsel

   f. Review of Vital Personnel Records.

   g. Preparation of Regulation and Handbook, Reports Management.

   h. Shelf File Installation, Industrial Register.

   i. Shelf File Installation, Biographic Register.

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j. Shelf File Installation, Finance Division, Office of the Comptroller.

k. Review of Records Control Schedule, Office of Personnel. Significant progress is being made in bringing schedules up-to-date. In addition, several Subject-Numeric Filing Systems will be installed in process of reviewing schedules. Also, retirement of inactive records to the Records Center has been speeded up. The Credit Union, for instance, has retired some material and has discontinued one (1) file series. The project is approximately 45% complete.

3. Assignments - Inactive

a. Review of Records Control Schedule, DD/P.

4. News

a. The Office of Communications requested assistance in developing a file space lay-out for 2 Vaults which they use to house certain sensitive records and other materials.

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